

Faribault-Martin County Joint Transit Board – Executive Committee
Martin County Courthouse
201 Lake Avenue Fairmont, MN 56031
December 6, 2019

The meeting was called to order at 8:00 a.m. by Board Chair Elliot Belgard.

Joint Transit Board Executive Committee members present were: Faribault County Commissioners Groskreutz and Young, and Martin County Commissioner Belgard. Missing was Commissioner Mahoney. Also present was Jeremy Monahan, Faribault – Martin County Transit Director.

Board Chair started the meeting by asking for any additions to the agenda. There were none.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve the agenda. Motion passed unanimously.

Monahan produced an Unpaid Bills report totaling \$26,251.94 and as usual a number of the regular and recurring bills have not yet arrived and would need to be authorized for payment to avoid late fees. There was brief discussion about a couple of the bills and their details.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve payment of the Unpaid Bills as presented, and to approve giving the Transit Director authority to continue to pay other regular and recurring bills at the discretion of the Transit Director upon receipt. Motion passed unanimously.

Monahan produced Bank Statements for the Transit Board. It showed that as of November 29, 2019 the Transit Board had \$308,249.26 for a bank balance. Monahan noted that on November 6th a deposit of \$58,666.22 was made which was the Quarter 3 Federal share for operations. He noted that the payment for the 4th Quarter Federal share will not come until likely May of 2020 after the 2019 contract has been closed out. Also on November 14th a deposit of \$1,500 was made which was for the sale of Bus #6 which had recently been disposed of by MnDOT. There was brief discussion about how vehicles are sold and if there are other avenues that might attract more money or requirements for a bidding process, which there is not. Finally a deposit of \$3,045 on November 18th was noted as a Dividend Payment from MCIT, which will be processed as system revenue for operations.

Discussion turned to Old Business. Monahan reported that he had recently received documents that another transit system had used for their fuel solicitation in 2018 that was used by MnDOT as an example of how procurement should be done. He plans to use those documents as templates and develop an RFQ for the Transit Board's fuel procurement in Faribault County. There was discussion about locations in Faribault County that should have the RFQ sent to them in order to obtain a good amount of bids.

Discussion regarding the Facility Construction project ensued. Monahan reported that he met with Kent Ehrenstrom and Melinda Estey from MnDOT at the Transit Facility on November 26th for Kent to see site and to go over RFP document. The plan is for RFP document to be completed in its draft form by mid-December and sent to Kent for thorough review. The predicted timeline in the RFP will be adjusted constantly until solicitation is completed. Monahan noted that there are very specific and strict solicitation rules for the RFP process. An RFQ, which is under \$250,000 threshold, has more liberties but the RFP which is the price range this project is has a lot of rules. In particular Transit Board members and staff are not allowed to “tip off” any potential bidders. The RFP will be published on the system’s website and numerous other trade publications and newspapers in the area. The next plan is for Kent and Melinda to attend the January Executive Committee meeting to be able to explain to the Executive Committee the process and answer any more questions they may have. There was discussion regarding availability and timing of a meeting and Monahan noted that the Executive Committee is likely going to need multiple meetings a month in the coming months for this project. The goal is for solicitation to begin quickly after the meeting with Kent in mid-January. It will be for a 30 day time period with a pre-proposal meeting and question deadline halfway through. The deadline for proposals will be mid-February. A team of 5 people, which could be proposed to be the Executive Committee and Transit Director after Board approval, will need to separately rate each proposal and meet with scores based on a MnDOT supplied criteria to determine selection. In late February the selected firm will begin design process and the selected firm will be managing the contractors for construction. The Board will not be bidding out for construction, the selected firm will. Ideally construction will begin late March and not likely to take more than 6 months. Monahan summarized the key points from this update are getting Full Board approval for Executive Committee and Director to make decisions on this process for efficiency and practicality. Second for Executive Committee to be willing and expecting to meet multiple times likely in January, February, and possibly a couple other months through the process. This update will be given to the Full Board at its December meeting with discussion and potential authority decisions made then.

Discussion turned to New Business with Monahan explaining to the Executive Committee some of the results of research he had done on comparable salaries for positions within the Transit Board. There was ample discussion between all members present and it was noted that details of the research should be presented to the Full Transit Board. Commissioner Belgard also noted he would connect with a consultant recently used by Martin County for a Compensation Study to see if there is any insight they might have to transit industry wages.

Discussion turned to a credit card issue. Monahan noted that earlier in the year he had attempted to increase the credit line for the Transit Board’s credit card to \$5,000 in order to avoid any issues with credit limit on a month with high usage. The request was denied because this credit card had only been issued to the Board 5 months prior and they require 6 months before considering a limit increase. Monahan asked permission to request the limit be increased again. Also, with the RTAP training that is happening in 2020 Monahan and the Operations Manager will be traveling separately as their training occurs on different days. This would require a second card be issued for the Operations Manager for them to use during their travels so they would not have to front their own money and get reimbursed weeks later. Monahan asked

permission to also request a second card be issued when working with the credit card company on the limit increase.

After discussion a motion was made by Commissioner Groskreutz, seconded by Commissioner Young to approve Monahan requesting an increase in limit on the credit card and to ask for issuance of another card under the same account for the Operations Manager. Motion passed unanimously.

Discussion regarding potential ridership contracts ensued. Monahan reported that he is involved in a group called the Community Health Leadership Coalition which includes Mayo Clinic, United Hospital District, Faribault – Martin County Human Services, and a number of other agencies in the area. He noted that Commissioners Groskreutz and Smith are also in the coalition and that Commissioner Groskreutz is in the same small group as Monahan titled “Access to Health Care” which has been working on making health care more accessible to the public. Monahan presented an idea to the small group then the full coalition group that the Transit Board could potentially approach Mayo and UHD and set an annual contract amount, based on averages of recent ridership to and from their facilities, and then anyone going to or coming from those facilities would not have to pay a fare. Mayo and UHD administration were receptive to this idea and the main group was also excited for the prospect. Monahan checked with MnDOT and they reported it is an allowed means of revenue generation. Monahan would like Full Board approval but hoped the Executive Committee could potentially have a recommendation to Full Board to explore a “pilot program” of contracts with UHD and Mayo to see how it goes for both parties. Discussion regarding the group and logistics of determining contract amounts ensued.

Motion made by Commissioner Young, seconded by Commissioner Groskreutz to approve recommending to the Full Board that they approve beginning negotiations with Mayo Clinic and United Hospital District to have ridership contracts. Motion passed unanimously.

Monahan had one Personnel Actions to be considered. A Probationary Driver named Maurice Theobald was hired contingent on passing background screenings and him passing the Passenger Endorsement written test for his CDL.

Motion made by Commissioner Groskreutz, seconded by Commissioner Young to approve the proposed Personnel Action as described. Motion passed unanimously.

Monahan produced the tables for system ridership. Monahan noted the reason for the drop in overall ridership from previous years was the low number of operations days combined with a bad winter weather day that saw many things closed and events cancelled. Also the day after the Thanksgiving holiday was an operating day but many of the subscription riders, like MRCI, did not ride that day. Similar drops happen in December due to closing around the Christmas and New Year holidays.

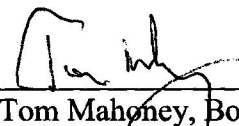
The next Full Transit Board meeting will be on December 18th in Blue Earth following the Human Services meeting at 10:00 a.m. which will have discussion and decisions about 2020 Transit Board staff salaries and wages along with Board officer positions election. There was discussion regarding the January Executive Committee meeting and trying to schedule it around the holidays, training that Monahan is attending the first full week of the month, and accommodating MnDOT staff so that they can attend. It was noted that MnDOT will be consulted about a meeting on either the 13th or 14th to see which date works better and the date and time will then be set.

With no further business to wit, the Board Chair adjourned the meeting at 9:20 a.m.

JOINT TRANSIT BOARD
FARIBAULT-MARTIN COUNTIES



Elliot Belgard, Joint Transit Board Chair

ATTEST: 

Tom Mahoney, Board Secretary